

Narberth Borough Council Caucus Meeting

March 4, 2015 – 8:00 PM

DRAFT Minutes

Call to Order, Roll Call - The caucus meeting of the Narberth Borough Council was called to order in the Municipal Building, 100 Conway Avenue, Narberth, PA on Wednesday, March 4, 2015 at 8:00 PM by Council Vice President Muderick.

Michael Quinn, President (present by phone)
Aaron Muderick, Vice President (present)
Richard Diaz, (absent)
Gigi Tevlin-Moffat, (present)
Charles Silio, (present)
Bob Wegbreit, (present)
Bob Weisbord, (present)
Tom Grady, Mayor (present)
William Martin, Manager (present)
Sean Metrick, Assistant Manager (present)

Finance Committee (*Silio Chairperson., Wegbreit, Muderick*)

Mr. Silio discussed topics from the committee's last meeting on Friday February 27. The committee met with Mr. Martin and Mr. Metrick to review progress against the project list developed by the committee.

- 1) Email infrastructure and domain name update. An application has been made to the GSA to secure narberthpa.gov domain name. First implementation of Office 365 is underway in the office.*
- 2) Staff has discussed new website details with current contracted website content and design manager to develop a list of requirements and goals for a new Borough website.*
- 3) Mr. Metrick and Martin are listing borough business processes. The next committee meeting will review that list and start to prioritize which ones should be documented first. The effort also supports Mr. Metrick in his first two months on the job.*
- 4) The remainder of the meeting involved a software demonstration by Public Stuff- a technology company that sells web-based software for tracking municipal service requests and workflow management. This is the second demonstration from a vendor the committee has seen. Both products seem similar and our decision will be based on Borough needs, office staff preferences, and price. Next steps are to review where this need fits into the priorities determined by the listing of processes mentioned above before proceeding.*
- 5) Records retention and open records policy were also discussed. Solicitor Jonas forwarded declarations of policy and procedure to obtain information from the Borough which will be posted to the Borough's website. At the Committee's next meeting, the members will discuss additional information and recommendations to be posted along with the policy.*
- 6) The Borough will also discuss at its regular meeting Monday March 9 a resolution regarding a records retention policy in accordance with Commonwealth standards.*
- 7) Mr. Martin advised Council that the ordinance to be considered at its regular meeting Monday March 9 updating the PMRS nonuniformed pension plan has been advertised and reviewed by the Borough Solicitor. No changes were recommended and the ordinance will affect no changes to present pension plan for non-uniformed employees.*
- 8) The next Committee meeting will take place Monday March 9 at 7:30 pm. All subsequent Finance and Administration Committee meetings will be scheduled to begin one half hour prior to the regular meeting of Borough Council.*

Mr. Wegbreit commented that in addition to posting the Borough's open records policy, the Borough should encourage anyone to call, email, or otherwise contact the administrative offices or a member of Council directly. They would be happy to share any publicly available information. An

open records request should be considered a last resort given the additional administrative burden and cost to file it with the Borough's open records officer.

Public Safety Committee (*Muderick Chairperson, Diaz, Tevlin-Moffat*)

- A. Update: Police Contract negotiations
- B. Update: Restricted turn Windsor Ave. and Iona Ave
- C. Committee will next meet on Wednesday, April 8th, 2015 at 7:30 PM

Ms. Tevlin-Moffat summarized the previous Committee meeting. The Committee discussed the negotiations of the police employment contract. The contract is mostly finished with only administrative details left to discuss. The Committee also discussed making the no left turn prohibition on Windsor Avenue at Hampden and Iona Avenues permanent to be considered for action at Monday's regular meeting. The emergency operations radio system for the County is being updated and 0% financing is available for this expensive upgrade. New pagers have been distributed to fire department members. A new fire truck to replace the 1983 truck is being selected. The department's capital fund will be supplemented by fundraising efforts. The Committee also discussed the Borough's emergency operations plan.

Public Works Committee (*Wegbreit Chairperson., Tevlin-Moffat, Weisbord*)

- A. Informational: Committee is reviewing agreement with LMT for use of transfer station: solid waste and recycling.
- B. Informational: Committee is reviewing proposal submitted by Aqua water main replacements.
- C. March Committee meeting – March 23, 2015 – 7:30 PM.

Mr. Wegbreit commented that the Committee reviewed the terms of using the Lower Merion trash transfer station. At the last public works meeting a representative of the Borough's trash hauler, Suburban Waste Services, addressed concerns about its service. Mr. Wegbreit commented he was impressed with their concern and willingness to address issues. Trucks are equipped with cameras and GPS so when issues arise, the Borough can contact Suburban Waste and alert them to any issue. Mr. Wegbreit commented on the possibility of the Borough going to a single stream recycling program. This is a combination of paper, plastic, and metal in a single receptacle. Doing so would reduce trips, cost, and increase compliance with recycling.

Mr. Wegbreit commented that a map was delivered to Borough offices and available to the public showing which streets are scheduled for water main replacement this year. He commented that it was a big undertaking and that the Borough will notify affected residents by letter and the Borough website. Roads will be resurfaced curb to curb upon completion. He commented further that Aqua's plans have readjusted the Borough's resurfacing schedule. The Borough partners with Aqua to resurface the roads where this work is done. Mr. Martin commented that a few more details are being coordinated with Aqua and that the trenches will be covered at the end of work each day. He expects work to move at a pace of 150 to 200 linear feet per day.

Mr. Wegbreit commented that the Borough received a proposal from TPD Planning to complete a roundabout plan submission to PennDOT for the Wynnewood Rd intersection. The full proposal has not been reviewed yet; but generally reflects a comprehensive effort to design the intersection as a roundabout. He commented that the FHA and traffic engineers consulted agree it's the safest solution. He also stated that the submission proposed by TPD omits some of the engineered plans that would normally be required but could be delayed till later in the process. This would reduce the cost from \$50,000 to \$10,000. The proposal has been forwarded to the Borough Solicitor as well. Mr. Quinn commented that this phase would cost \$10,000 and that TPD had cautioned in their email that by avoiding a full permit application PennDOT may reject the application given the disagreement between Lower Merion Township and the Borough as to the appropriate design for the intersection. Lower Merion Township has submitted a plan for a traffic light at the intersection. Mr. Quinn asked that this issue be cleared up in the days between the Caucus and Regular meetings of Council. Mr. Wegbreit replied that he spoke to that issue with TPD and felt comfortable that the

drawings would be sufficient to merit a response from PennDOT, affirmative or negative, on the merits of the application.

Mr. Quinn requested that any motion to engage TPD include a “not to exceed” clause with regard to the \$10,000 estimate for services. Also in the event of a rejection based on the proposed application, Mr. Quinn requested Council be informed of the full submission costs. Mr. Wegbreit agreed that a financial cap on services was a good idea. He added that a full submission could cost \$50,000 and that the money spent on the lighter application would create a product that could be used to build support for the project at a later date. Mr. Quinn asked whether the work product is useful for other project designs at the intersection. Mr. Wegbreit commented that the survey, traffic studies, and simulations are transferable to other project solutions at the location.

Lower Merion Township’s phone alert system continues to contact Narberth residents concerning snow removal and procedure causing confusion. He recommends the Borough use Narberthflash to notify residents to move in advance of a storm and when plowing operations have ceased.

Members of the Committee attended a meeting at DEP regional headquarters in Norristown concerning contamination and remediation of site pollution located at 100 Forrest Ave. He commented that no immediate danger exists on the site, but that a site characterization report needs to be completed under Department guidelines. DEP learned of the new property owner at 100 Forrest Avenue and will notify the owner of their obligation to complete the report under PA statutes. Mr. Muderick commented that the site closure request made by the property owner was denied by DEP pending completion of the site characterization report and submission of outstanding information within 180 days. Mr. Wegbreit commented that a letter had been sent before to the property owner on this matter. Ms. Tevlin-Moffat affirmed that information necessary to complete a site characterization has not been submitted to DEP.

The next Public Works will take place March 23rd at 7:30 pm.

Property Committee (*Diaz Chairperson, Weisbord, Silio*)

- A. Update: 201 Sabine Ave Elevator mobilization to begin March 4, 2015
- B. Update: Community Building Terrace
- C. March meeting schedule

Mr. Weisbord requested Mr. Martin update Council on items on the Committee’s agenda. Mr. Martin stated that the elevator project had begun this week in an attempt to get the project done this winter. Some evening and weekend work may be required. Neighbors had been notified as well as the occupants of the building. Two change orders were received from the project architect in accordance with federal prevailing wage rates rules.

He commented that the library terrace soil borings are underway in order to determine the best foundation design. This will lead to revisions to plan drawing and out to bid. Construction would take four months and the Borough is coordinating the activity with the plans of the 4th of July Committee. All programming will continue in the park during construction but there will be some inconvenience. Mr. Weisbord added that the delay has afforded the Borough the opportunity to coordinate the project with the Windsor Avenue green street project and its partnership with the Lower Merion Conservancy to improve stormwater quality.

Mr. Weisbord commented the he, Mr. Metrick, Mr. Diaz, and Mr. Silio met at the offices of Brawer Hauptman in Philadelphia to discuss how institutions like the Borough engage in facilities master planning. Starting with an inventory of all Borough-owned land and buildings and a long-range study of programmatic needs, a facilities plan synthesizes the Borough’s organization needs, strategic goals, and capital assets. A plan would inform operational decision making regarding capital planning and expenditure. Mr. Silio added that the meeting would help the Borough create a high-level capital improvement plan.

Mr. Silio commented that the Committee discussed new tenant agreements for second-floor spaces at 201 Sabine Avenue and recommend that those negotiations take place between prospective tenants and the professional property manager, Lee Preble, hired by the Borough. This space will be available once the elevator work is finished. There are a number of non-profit organizations interested in locating there. The Committee takes the view that 201 Sabine is managed different than other buildings the Borough owns because it functions as an office building with a variety of business tenants. As such the Committee would rather the negotiations to rent space be made by a professional property manager and all tenants should be treated on equal footing. It was Mr. Silio's understanding that a shared lease arrangement between three non-profit organizations is being worked out.

The next Committee meeting will take place March at a date and time TBD.

Building & Zoning (Weisbord Chairperson, Wegbreit, Muderick)

- A. Update: Form-based Zoning Code
- B. Informational: Outdoor Farmers' Market Ordinances (No.978 and No.979) have been forwarded to the Narberth Planning Commission (N.P.C.) and the Montgomery County Planning Commission for review and recommendations. The members of Council will hold a public meeting on Monday, March 9, 2015 at 8:00PM
- C. The Committee will meet at 7 PM on April 6, 2015 prior to the Narberth Planning Commission meeting.
- D. Discussion of architectural consultant to assist Narberth Planning Commission

Mr. Weisbord updated Council on progress of the form-based code. The Committee with the assistance of Mr. Metrick and the Narberth Planning Commission has prepared a special edition of the Borough newsletter that has been delivered to Council for review and comment by its regular meeting next Monday. Pending Council approval, the newsletter will be mailed to all Borough addresses. The Committee recommends distribution of the newsletter concurrent with the posting of the draft code to the website and a press release to the Main Line Media News. A special presentation will take place April 29th at 7:30 pm to discuss the code. In the interim, the Borough has set up a blog and email address to gather comments, answer questions, and conduct a public dialogue in advance of the April meeting. After the April 29th meeting, the Committee will establish a schedule of meetings to revise and edit the final draft, and invite any residents with special expertise to look at the code.

A public hearing at 8pm on Monday March 9th is scheduled to discuss two ordinances pertaining to enabling farmers' markets in the Station Area Overlay District.

The Committee will make a motion to retain an architectural consultant to help draft conditional use standards, coordinate with applicants, review conditions of approval, and advise the Borough during permit issuance on compliance issues with regard to architectural standards that may be part of any conditional use approval. BWA Architects and Planners have been selected as the firm to help the Borough as needed with costs recoverable through the building approval and permitting process. Mr. Muderick commented that many details come up during conditional use approval need additional expertise to help review. The need for the outside consultant affirms Planning Commission responsibilities in accordance with PA Municipalities Planning Code (MPC) limitations, adds efficiencies to the approval process and clarifies responsibilities under the Sunshine Act. Mr. Quinn questioned whether the consultant would be used for specific projects and the Committee responded that the consultant would only be used in conditional use approvals that involve review of architectural standards with all cost recoverable through the approval and permitting process.

The Committee met Monday March 2nd with the Planning Commission meeting and will do so the remainder of 2015. The Committee met our new County planner, Margaret Dobbs, who will be

assisting us in the short term with work on the form-based code. Other work projects are itemized in the contract over its three-year term.

Solicitor Marc Jonas was present at the meeting to discuss the statutory role of the Planning Commission with regard to conditional use approval and helped outline an administrative process for future review and approval, especially when it would involve evaluation of architectural features. Mr. Jonas also clarified the process by which Council and Planning Commission requests action of and from the latter, commenting that action require a motion of Council to do so.

Mr. Martin added that professional service contracts are in place for architectural consulting for two active projects, the Methodist church sanctuary on Essex Avenue and the former St. Margaret's school building on Forrest Avenue.

Mr. Wegbreit asked for a rate schedule from the architectural consultant.

Economic Development (Tevlin-Moffat Chairperson, Silio, Diaz)

A. March meeting schedule

Ms. Tevlin-Moffat commented that the committee met February 20 with NBA representative Ed Ridgway to discuss its business directory mailing scheduled for late April. Advertising would include coupons to encourage participation and usage statistics. 12,000 to 15,000 would be printed and mailed to surrounding neighborhoods in Lower Merion Township. A percentage of those printed would be held and distributed via other means in and around the Borough. The next meeting will take place at a date and time TBD with notice given on the Borough's website.

Narberth has scheduled a circus in Narberth Park June 13, 2015 with three shows starting at 11am and running till 7pm. Proceeds from the sale of tickets benefit Narberth Public Library. There is a possibility to coordinate a restaurant event "A Taste of Narberth" on the same weekend. Details are being discussed.

Parking Ad Hoc Committee (Silio Chairperson, Wegbreit, Weisbord)

A. March meeting schedule

Mr. Silio commented that parking issues have been discussed in other committees. Mr. Martin has contacted Metro Alert and Duncan Industries. The former is a software provider for municipal parking enforcement systems and the latter is a vendor of compatible hand held devices for ticket issuance. The Borough looks forward to implementing these solutions as soon as they are in house and online. The next meeting will take place March 23rd at the conclusion of the Public Works Committee meeting which is scheduled to begin at 7:30pm. Future meetings will take place ½ before the Wednesday Caucus meeting concurrent with the Public Safety meeting. Mr. Muderick commented that in the event that members of the public wish to attend both meetings, the Committees' chairpersons would adjust the schedules.

Succession Planning Ad Hoc (Wegbreit Chairperson, Muderick, Quinn)

A. March meeting systems

Mr. Wegbreit commented that the committee met with Mr. Martin. Mr. Metrick was unavailable. The Committee discussed goal setting and priorities for training and knowledge transfer. The Committee would like review comments from Mr. Martin and Metrick going forward. The next meeting will take place a date TBD. Ms. Tevlin-Moffat asked when a review by Mr. Metrick would be done. Mr. Wegbreit suggested that would happen in six months by July 2015. Mr. Silio added that Finance and Administration has set a work item for semi-annual reviews of office and highway staff. The original deadline of mid-March has been delayed until late April or May due to other priorities. Mr. Weisbord that setting specific dates for transition processes and administrative goals

is important to gauge progress and to give Mr. Metrick an opportunity to assess the process at defined intervals.

The next meeting of the Committee will take place at a date TBD

Comments from Mayor Grady

Mayor Grady announced that Officer Matt Belfi was admitted to the First Troop Philadelphia City Calvary.

Other Matters

A. Records retention review

Mr. Martin advised that the Montgomery County Waste Authority disbanded at the end of 2014 and that as a past participant, the Borough is entitled to a share of the Authority's assets. Pending approval by Council on Monday, the Borough will submit its request to be reimbursed in the amount of \$48,140.75

Mr. Wegbreit asked if the check was anticipated in the adopted 2015 budget. Mr. Martin responded it was not and would be placed in one of the Borough's cash interest bearing accounts.

Mr. Martin clarified that the Borough is credited \$75 per ton through an agreement with Lower Merion Township for recycled paper against its trash tipping fee of \$63 per ton beginning in 2015. The details of the arrangement will be presented to the Committee at its March 23rd meeting.

Public Comment

Georgette DuBois 111 Price Avenue: Announced that the Narberth Civic Association announces its first Narbook- Citizenville by Gavin Newsome. The intention is to have discussions with Council on how to close the communication divide between the public and government through technology. What input does Council want regarding the farmers' market ordinance scheduled for a public hearing Monday March 9th? Mr. Muderick responded the hearing has been scheduled in accordance with PA statutory requirements for consideration and adoption. Citizens and affected property owners are invited to attend to provide testimony in favor or opposition of the ordinances. Can Council meetings be recorded? The Civic Association asks for assistance in exploring this possibility. Has the Borough received reports from the property owner regarding the removal of underground storage tanks at 100 Forrest Ave? The Borough has read the report submitted by the owner's environmental consultant, Marathon engineering to DEP. This report is available to the public through DEP or Borough offices. Is the email narberthborough@gmail.com read by office staff? Yes it is. Open records policy and contact will be published to the website the week of 3/9 to 3/13 along with Council contact information. Which projects do the discussions of conditional use process and approval apply? The ongoing construction at the site of the former Methodist church and the construction that will begin at the old St. Margaret's School. Any update on former Pharmacy property? There are more than 3 possible tenants in the process of negotiating terms and performing due diligence on the property although to the Borough's knowledge no agreement has been reached. Typically a prospective business would contact the Borough at some point in the process to discuss whether their plans are compliant with zoning standards in advance of obtaining a use and occupancy permit and any necessary building permits. Inspections, if needed would be scheduled with the Borough's building inspector Yerkes Engineers.

Motions/Resolutions for Consideration

- A Motion to request the Narberth Planning Commission to provide the Borough with an advisory review of the Borough's Conditional Use application requirements and Ordinance 964 which established conditional use standards for the reuse of certain qualifying buildings in certain districts adopted July 8, 2013 (Building & Zoning)

Mr. Weisbord made the motion

Mr. Silio seconded

All vote Aye

Motion passed unanimously

- B Motion to authorize the Borough Manager to make a request for architectural services for the purpose of drafting, reviewing, and enforcing any conditional use standards as needed under a professional services agreement.

Mr. Weisbord made the motion

Ms. Tevlin-Moffat seconded

All vote Aye

Motion passed unanimously

Recess – The meeting recessed at 9:36 pm to discuss a property and a personnel matter.

Adjournment – The public meeting resumed and adjourned at 10:44 pm.

Respectfully submitted
Sean Metrick, Assistant Manager